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Copy 12
26 January 1966

MEMORANDUM FOR: Sec Distribution

SUBJECT : Second Quarterly Progress Review

REFERENCE : Memo dated 19 Jan 66, Same Subject,
OSA-0333-66

1. The attached agenda has been coordinated with the offices involved. Briefing responsibilities are noted in the column to the right of the subject matter.
2. Attendance by the principal officer of each office is requested, but specific briefing officers may be designated for the first two sections, Current Projects and Research and Development. The third section, OSA Management, should be restricted to Office Chiefs because of the probable policy discussions.
3. As a guide to participants, the following typical questions should be answered:
 - a. What did we intend to do in the first half of FY 1966?
 - b. What have we accomplished?
 - c. What did we estimate it would cost?
 - d. What has it cost thus far?
 - e. What caused any variances between forecast and actual costs? Experience?
 - f. What do we expect to do in the next quarter? The next two quarters?

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25X1A

[redacted]-2176-66
Page 2

g. What are our problems and what do we intend to do about them?

h. Are there any "gray areas" to be exposed or facts to be obtained prior to taking further action?

25X1A



Chief, Programs Staff
(Special Activities)

Attachment: (1) As stated

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